

West Virginia

Emergency Operation Plan

4. Response

RESPONSE

West Virginia Emergency Operation Plan

Response

Annex A-Task Assignments

	US SBA															
	US Army COE															
	WV Soil Conservation															
	WV Public Service Comm	S														
	WV Natural Resources	S														
	WV National Guard	S														
	WV Highways	S														
	Health & Human Res WV	S														
	Governors Press Ofc				S											
	WV Fire Commission				S											
	FEMA				S											
	WV Environmental Prot					S										
	WV Emergency Services				P											
	WV Education	S														
	American Red Cross	S														
	WV Agriculture	S														
AGENCY																
ANNEX																
Damage Assessment	S	S	S	P		S			S	S	S	S				
Emergency Proclamation				P		S		S								
Debris Removal					S		S		S	P	S	S		S	S	
Request for a Presidential Dec.				P		S										
Individual Assistance		S		S		S			P							S
Reports and Records				P		S										
FEMA-State Agreement				S		P										

ANNEX A
Preparedness Task Assignments
P-Primary S-Support
X-Special Capability

AGENCY	WV Agriculture	American Red Cross	Appal. Regional Commission	WV Emergency Services	WV Environ. Protection	FBI	FEMA	WV Fire Commission	WV Forestry	WV Health & Human Resources	WV Highways	WV Housing Develop. Fund	WV Risk/ Insurance Board	WV Soil Conservation	US Army COE	USDA	US HHS	US SBA	National Weather Service
ANNEX																			
Available Assistance		S				S	S			P					S	S	S		S
USDA Emergency Assistance	P															S			
SBA – Disaster Loan Program																		P	
Forest Fire Suppression				S			S	S	P										
Permanent Housing		S			S		S	S		S	S	P		S		S			
Community Facilities			S		S								P			S			

ANNEX A
Recovery Task Assignments
(Without a Presidential Declaration)
P-Primary S-Support
X-Special Capability

	US Labor																		
	US HHS																		
	USDA																		
	US Army COE																		
	WV Tax & Revenue	S																	
	WV St Police	S																	
	WV Soil Cons. Agency																		
	WV Natural Resources																		
	WV National Guard																		
	WV Housing Dev. Fund	P																	
	WV Highways	S																	
	WV Health & Human Res	S																	
	WV Forestry																		
	WV Fire Comm																		
	FEMA																		
	WV Environmental Prot	S																	
	WV Employment Prog.	S																	
	WV Emergency Svcs.																		
	WV Attorney General																		
	American Red Cross																		
AGENCY																			
ANNEX																			
Disaster Housing		S																	
Disaster Unemploy Asst.																			S
IFG Program																			
Food Services		S																S	
Crisis Counseling		S																S	
Public Assistance																			
Community Disaster Loans																			
Disaster Legal Services																			
Debris Clearance																			
Timber Removal & Sale																			
Recovery																			

ANNEX A
Recovery Task Assignments
(With a Presidential Declaration)
P-Primary S-Support
X-Special Capability

West Virginia Emergency Operation Plan

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Annex B-Warning

ANNEX B

WARNING

A. PURPOSE

Early and reliable warning of severe weather or other impending emergencies can greatly reduce loss of life and limit property damage. This annex describes the State's warning systems including policies for dissemination of warning information to State and local governments and to the general public.

B. CONCEPT OF OPERATIONS

1. The National Weather Service is the primary source of forecasts and warnings of weather and flood conditions for the State. It operates a system for the observation, analysis and forecasting of weather conditions and the dissemination of these forecasts and warnings.
2. The National Weather Service operates continuously broadcasting weather radio stations (Weather Service Radio) which broadcast weather and river forecasts. These stations are also capable of broadcasting a signal that will provide an alert to anyone having the proper type of receiver. In addition, the National Weather Service can activate the Emergency Alert System (EAS) by teletype or commercial telephone on a Statewide, regional or county basis in order to warn the general public of impending weather related disasters, as well as other types of emergencies, (i.e., chemical incidents) if requested.
3. PL 93-288, Section 202, as amended, authorizes the use of NAWAS for the purpose of providing needed warning to governmental authorities and the civilian population in areas endangered by imminent disaster.
4. Warnings can be issued by authorized officials of local, State and Federal agencies. Unauthorized sources of warnings are verified by the National Weather Service and/or the West Virginia Office of Emergency Services (WVOES).
5. The primary sources utilized for disseminating warning information in West Virginia are the Weather Service teletype, Weather Service radio, NAWAS, EAS, commercial telephone, radio and television stations.
6. Other State agency communication systems, i.e., State Police (SP) and Division of Highways (DOH) are available as secondary systems for the dissemination of warnings.

7. Upon receipt of severe weather, river warnings, or other disaster information, the following actions will be taken:
 - a. The State Warning Point (WV State Police) will activate the NAWAS Warning Terminals and disseminate messages as appropriate.
 - b. The NAWAS Warning Terminals will, in turn, notify County Warning Points in their area of responsibility by the most expedient means available (i.e., radio or telephone).
 - c. The WV State Police will further disseminate the information to law enforcement agencies and County Warning Points that possess the WEAPON system.
 - d. The WV State Police also will disseminate the warning information to all State Police detachments and vehicles.
 - e. The National Weather Service will pass emergency information to radio and TV stations via the EAS. This information will then be broadcast to the general public in accordance with existing Emergency Alert Plans. The NWS will also broadcast the information over the Weather Service Radio.
 - f. State agencies will disseminate the information via their communications systems.
 - g. The WVOES will assure that the counties that do not have NAWAS or West Virginia Automated Police Network (WEAPON) which are involved in the warning receive the information. The WVOES will also alert pertinent State agencies. The WVOES will coordinate notification of radio/television stations of warning information to be broadcast to the general public "for Statewide emergencies".
 - h. County Warning Points will notify their respective county Emergency Services Director and other key officials of severe weather advisories and other disaster related information. The general public of the affected county will be alerted as outlined in the County's Warning Plan.
8. Warning Systems must be capable of being activated at any point within the system. This allows information to be passed to any level for appropriate action and insures receipt of the information should one system fail.

C. TASK ASSIGNMENTS

State Government

1. WV State Police
 - a. Maintain, on a 24-hour basis, the Primary State Warning Point (NAWAS).
 - b. Monitor the Weather Service computer and the NAWAS and conduct tests of the NAWAS on a daily basis.
 - c. Notify WVOES during off-duty hours, of severe weather advisories.
 - d. Verify that all NAWAS Warning Terminals received messages that are passed via the NAWAS.
 - e. Disseminate warning information via the West Virginia Automated Police Network (WEAPON) and the WV State Police.
2. WVOES:
 - a. Establish, test, evaluate and provide overall coordination of State Warning System.
 - b. Maintain the State's Alternate Warning Point (NAWAS).
 - c. Monitor the NAWAS and participate in routine tests of the system.
 - d. Receive and verify warning information from all sources.
 - e. Assist in the dissemination of warning information to County Warning Points.
 - f. Pass severe weather information to other State Agencies as deemed necessary.
 - g. Assist in preparation of County Warning Plans.
 - h. Place State agencies on stand-by.
3. State agencies with communications capabilities will make their systems available for warning dissemination as required.

Federal Government

1. National Weather Service:
 - a. Observe, analyze and forecast weather conditions.
 - b. Disseminate weather advisories through State warning systems as well as through NWS systems.
2. Federal Emergency Management Agency: Maintain the National Warning System (NAWAS) in an operable condition at all times.

D. AUTHORITIES AND REFERENCES

1. West Virginia Code, Chapter 15, Article 5, "Emergency Services"
2. West Virginia State Police Emergency Plan
3. PL 93-288, Section 202, as amended "Disaster Warnings"

E. DEFINITIONS

1. Weather Terms
 - a. **ADVISORY** - Information concerning potential disaster causing destructive forces giving details on location, intensity, movement and precautions that should be taken.
 - b. **WATCH** - An announcement indicating that conditions are such that a specific type of severe weather may develop.
 - c. **WARNING** - An announcement indicating that severe weather is occurring or is imminent and that precautionary actions should be taken immediately.
 - d. **STATEMENT** - Information on developing or occurring severe weather.
 - e. **NOWCAST** - Short term forecast for the next 1 to 4 hours that would include severe weather information when appropriate.

2. Warning Systems

- a. NATIONAL WARNING SYSTEM (NAWAS) - A dedicated telephone circuit which connects Warning Points throughout the State to the Primary and Alternate State Warning Points. NAWAS also connects to Federal agencies such as the National Weather Service, U. S. Coast Guard, Federal Emergency Management Agency and U.S. Military.
- b. WEATHER SERVICE TELETYPE - A teletype network to state and local governments, news media and other subscribers.
- c. WEATHER SERVICE RADIO - A radio broadcast system that operates 24 hours a day to transmit weather and river forecasts to anyone having the proper receiver.
- d. EMERGENCY ALERT SYSTEM (EAS) - A program of the radio and cable television industry which utilizes its facilities to transmit emergency information to the public as prescribed by Federal, State or local officials.
- e. WV STATE POLICE RADIO - A statewide radio system to State Police detachments and their vehicles.
- f. WEST VIRGINIA AUTOMATED POLICE NETWORK (WEAPON) - A teletype system which connects the State Warning Point to the county warning terminals, 911 Centers, and other law enforcement agencies.

3. Warning Points

- a. PRIMARY STATE WARNING POINT (NAWAS) is operated 24 hours a day by the WV State Police at their Headquarters in South Charleston.
- b. ALTERNATE STATE WARNING POINT (NAWAS) is operated by the State Office of Emergency Services from their office in Charleston.
- c. WARNING TERMINALS (NAWAS) are strategically located throughout the State in facilities which are manned 24 hours a day.
- d. COUNTY WARNING POINTS are manned 24 hours a day and can disseminate warnings to key officials and subsequently to the general public.

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Annex C-Communication

ANNEX C

COMMUNICATIONS

A. PURPOSE

This annex describes the communications systems capabilities for the State Emergency Communications Center which will be used to meet two of the four basic communications requirements during an emergency disaster: (1) the direction and control of units engaged in emergency operations; and (2) the interchange of information between units of government. The other two communications requirements, warning and public information, are treated in the appropriate annexes: Annex B, Warning and Annex M, Public Information.

B. CONCEPT OF OPERATIONS

1. The Emergency Communications Center is part of the State Emergency Operations Center located in the State Capitol Building's East Wing basement. It is not continuously manned, but will be activated when needed to support the Emergency Operations Center.
2. The following systems and capabilities are present in the Emergency Communications Center for use during an emergency/disaster:
 - a. Federal Systems
 - (1) National Warning System (NAWAS) – A dedicated telephone line system providing intrastate, interstate, and federal-state communications capability between locations having “drops” on the system.
 - (2) Emergency Alert System (EAS) – A federally coordinated system using existing commercial radio, TV and cable stations to broadcast emergency information to the public. It may be activated by designated federal, state and local officials.
 - b. State Agency Systems
 - (1) Mobile Command Center West Virginia Office of Emergency Services (WVOES)
 - (2) National Guard
 - (3) State Police

NOTE: Equipment in the Emergency Communications Center provides access to each of these State-wide radio networks.

c. Other Systems

- (1) Commercial Telephone lines
- (2) Radio Amateur Civil Emergency Services (RACES)

3. The WVOES will manage Emergency Communications Center operations. This will include, but not be limited to, the following:
 - a. Coordinating the development of joint operational plans, procedures and checklists as may be required from all agencies, offices, departments, etc., occupying the Emergency Communications Center and/or providing communications support to the Emergency Communications Center.
 - b. Supervising and scheduling cross training of all operators on the various pieces of equipment located in the Emergency Communications Center. The training responsibility will be assigned to the various agencies who have agreed to supply communications equipment to the Emergency Communications Center.
 - c. The Emergency Communications Center is not solely dependent on public sources of power. There is an emergency generator capable of sustaining the Operating Center for a minimum of fourteen (14) days in the event of a power failure.
4. Each agency having a communications capability in the Emergency Communications Center will furnish operators during disasters, emergencies and tests as requested by the WVOES. RACES operators for the Emergency Communications Center will be provided by the Kanawha Amateur Radio Club. Other operators will be assigned when requested by the WVOES.
5. Commercial telephone lines will be the primary means of communications to and from the Emergency Operations Center. The primary back-up system will be RACES. The nets of the other state agencies will be kept as free as possible for their own use in coordinating the response of their personnel and equipment to the emergency/disaster.
6. If emergency radio communication is required from the disaster/emergency site, an Emergency Communications Team will be dispatched from the service area of the Air National Guard, Yeager Airport, Charleston. The team will be supplied with a radio and generator from the National Guard, and two operators, one of whom is technically qualified in the installation and maintenance of this

equipment and to assure that 24-hour operation can be maintained. The team will be dispatched to the affected area by the fastest possible means: Army National Guard helicopter if weather permits, ground transportation, if it does not.

7. PL 93-288, Section 415 "Emergency Communications", authorizes the Director, FEMA Region III, during or in anticipation of an emergency or major disaster to establish emergency communications and make them available to state and local government officials and other persons as he/she deems appropriate. Communications thus provided are intended to supplement but not replace normal communications that remain operable after a major disaster. Such emergency communications will be discontinued immediately after the essential emergency communications needs of the affected area have been met. The WVOES is responsible for requesting assistance from the FEMA Region III Director, and to notify the Director when such assistance is no longer required.

C. TASK ASSIGNMENTS

1. State

- a. The WVOES will manage the Emergency Communications Center when activated. It will also coordinate preparedness planning, training and equipment maintenance.
- b. ⁷⁶⁹⁴ Other state and volunteer agencies as indicated above will support the WVOES in providing emergency communications support to the Emergency Operations Center.

2. Federal

The Regional Director, FEMA Region III, will act on State requests for emergency communications to supplement, but not replace, normal communications systems that remain operable during or in anticipation of an emergency or major disaster, and will discontinue such assistance when other emergency communications systems have been restored.

D. REFERENCES AND AUTHORITIES

1. West Virginia Code, Chapter 15, Article 5, "Emergency Services," as amended
2. PL 93-288, Section 415, as amended, "Emergency Communications"
3. Code of Federal Regulations, Title 44, Section 205.74d

West Virginia Emergency Operation Plan

Response

Annex D-Search and Rescue

ANNEX D

SEARCH AND RESCUE

A. PURPOSE

Search and Rescue (SAR) is the employment of resources (private, municipal, corporation, county, State and Federal) to locate and bring to safety persons lost, stranded or trapped. This annex describes the State's system and assigns responsibilities in SAR operations. It deals with three types of search/rescue categories: (1) locating lost persons or civilian aircraft, where this is the sole purpose of the operation, (2) structural explosions or transportation accidents involving SAR, and (3) natural disasters, where search and rescue is an integral part of the overall disaster operations. Other search and rescue missions, such as downed military and commercial air carriers, will be under the operational control of the Air Force Rescue Coordination Center (AFRCC), Langley Air Force Base, Virginia.

B. CONCEPT OF OPERATIONS

1. Category 1 - Operations:

- a. Operations involving lost aircraft are accomplished in accordance with the West Virginia Civil Air Patrol's SAR plans and the National Search and Rescue Plan. State and local government organizations may be requested to assist in the operations; however, overall direction of the operation is by the West Virginia Office of Emergency Services (WVOES) in coordination with the US Air Force Rescue Coordination Center (AFRCC) and the US Coast Guard.
- b. Operations involving lost persons will be under the direction of local government, generally the County Sheriff, and employ local resources, except that such operations on State property, i.e., parks, forests and non-navigable waterways, will be under the direction of the appropriate state agency.
- c. Requests for State assistance may be required in either case.

2. Category 2 - Operations:

Operations are directed and accomplished by local government utilizing local resources supplemented by support from the owner/transportation company concerned. State assistance may be provided upon request.

3. Category 3 - Operations:

- a. Local governments utilize all available resources.
- b. State and/or Federal resources are required in areas that are more seriously affected.
- c. When a large multi-county area is involved, priorities of commitment for State resources of SAR manpower and equipment are established through the State EOC.
- d. When State resources are utilized, assignment is on a mission-to-mission basis to the maximum extent possible.
- e. Local resources remain under local control.
- f. Overall coordination of SAR operations within a county are performed by the local government, except when:
 - (1) The local government requests the State to perform the coordination function.
 - (2) The Governor directs State coordination of SAR operations in a multi-county area due to the magnitude and severity of the situation.

C. TASK ASSIGNMENTS

1. State

a. State Police:

Provides assistance for ground and air search and rescue operations for the state.

b. Division of Natural Resources:

Provides assistance for ground, air and water search and rescue operations for the state.

c. WVOES:

- (1) Provides coordination of all State agencies--SAR activities.
- (2) Receives local requests for State and Federal SAR assistance.
- (3) Requests SAR assistance as required from any State agency.

d. Adjutant General:

When activated by the Governor, provides SAR assistance for ground, water and air operations through the Air and Army National Guard.

e. Department of Administration/Aviation Division/Fleet Management:

Provides air and ground transportation in support of SAR operations for the State.

f. All other State agencies/departments/divisions: Provide assistance as required in SAR operations when requested to do so by the Office of Emergency Services.

2. Volunteer

(a) West Virginia Civil Air Patrol - Prepares plans and procedures to accomplish air and ground SAR missions for the State in accordance with existing agreements.

(b) Volunteer K-9 groups use of tracking dogs, if needed.

(c) Other volunteer search and rescue organizations, as needed.

3. Federal

Conducts SAR activities as outlined in the National Search and Rescue plan.

D. AUTHORITIES AND REFERENCES

1. PL 93-288, Section 305, Emergency Assistance, and Section 306 Cooperation of Federal Agencies in Rendering Disaster Assistance National Search and Rescue Plan

2. West Virginia Code, Chapter 15, Article 5, as amended

3. Joint Agreement between West Virginia Wing, Civil Air Patrol and the WVOES

4. Search and Rescue Agreement between the State of West Virginia and the Air Force Rescue Coordination Center (AFRCC) Langley AFB, Virginia

5. Memorandum of Understanding between the Director, WVOES and the Executive Agent for the Inland SAR

E. DEFINITIONS

Search and Rescue Categories:

- Category 1: Lost persons(s)/aircraft. This type of situation may involve any number of searchers over a large area, but the important distinction is that the lost/missing persons(s) or aircraft are the sole reason for the emergency. This SAR operation is, in and of itself, the emergency rather than a function in a more widespread emergency situation.
- Category 2: Structural explosions/transportation accidents. This type of situation may involve a large number of searchers, but the important distinction is that the SAR operation is a function of the emergency rather than the emergency itself. It is important to note that the search is usually restricted to a limited area under the direction of local government response forces.
- Category 3: Widespread disaster (major flood, tornadoes). This type of situation utilizes a large number of searchers and its important distinction is that the SAR operation is a function of the emergency wherein a large number of people are being searched for over a large area.

Civil Air Patrol (CAP):

Corporation created by Federal statute and established by law as a voluntary, civilian auxiliary of the United States Air Force with the major task of performing search and rescue missions.

National Search and Rescue Plan:

A Plan designating Federal agency responsibilities for search and rescue operations. The plan places coordination responsibilities for inland SAR with the U.S. Air Force and for navigable waters search and rescue with the U.S. Coast Guard while recognizing the desires of State and local governments to direct and control their own rescue operations resulting from local and intrastate emergencies.

SAR PROCEDURES

1. The procedures and responsibility for Search and Rescue (SAR) Missions are outlined in the following three parts:

Part One - Responsibilities

Part Two - Alerting, Conducting and Reporting

Part Three - Information and Legal Aspects

2. Definitions

AFRCC - Air Force Rescue and Coordination Center (Langley AFB, VA)

Control - Overall planning, coordination and control of SAR missions

Assist - Assistance to controlling agency of SAR mission

SMC - SAR Mission Coordinator

PART 1 - RESPONSIBILITIES: The overall responsibility for the planning, coordination and control for air or ground search and rescue mission will be as indicated by category.

A. Air Search and Rescue

		<u>CONTROL</u>	<u>ASSIST</u>
1.	<u>Military Incidents</u>		
a.	Active Duty Forces - Dept. of Defense and Coast Guard	AFRCC	State
b.	Army Reserve or NG Reserve Forces	AFRCC	State
c.	National Guard Aircraft	AFRCC	State
d.	Foreign Military	AFRCC	State
2.	<u>Civil Incidents</u>		
a.	Intrastate	State	AFRCC
b.	Interstate	AFRCC	State
3.	<u>Scheduled Air Carriers</u>	AFRCC	State

Supplemental or Charter; Domestic and International; U.S. or Foreign Registry

- | | | | |
|----|--|-------|-------|
| 4. | <u>SAR Missions of National Importance</u> | AFRCC | State |
| | Involving People, Aerospace Aircraft/Vehicles or Hardware | | |
| 5. | <u>Civil Air Patrol Incidents</u> | | |
| a. | Classified as General Aviation when not operating under Air Force authority | State | AFRCC |
| b. | When a missing CAP aircraft becomes the object of search while participating in SAR activities under AFRCC control | AFRCC | State |
| c. | When a missing CAP aircraft becomes the object of search while participating in SAR activities under State control | State | AFRCC |

B. Ground Search and Rescue

- | | | | |
|----|--|-----------------------------|-----------------|
| 1. | Aircraft incidents - normally the agency having responsibility for control of air search and rescue on a particular mission has the responsibility of coordinating ground search and rescue efforts associated with the mission. | County/State | AFRCC |
| 2. | Persons lost or in distress - responsibilities are normally assumed by county, state or federal agencies in areas under their jurisdiction.
Air Search Assistance | County/
State
Federal | State/
AFRCC |
| | | County | State/ AFRCC |

PART II - ALERTING, CONDUCTING, AND REPORTING

A. ALERTING

1. Air Incidents

- a. AFRCC receives FAA Flight Service Station/Air Route Traffic control Information Requests (INREQ) and Alert Notices (ALNOT) via teletype circuit.
- b. Division of Aeronautics (DOA) receives INREQ/ALNOT direct from FAA.
- c. Alerting may be received from other air or ground sources, i.e., National Warning Center, Law Enforcement, etc.
- d. On receipt of an INREQ or like notice of a possible air incident, immediate coordination is not required unless either agency has reason to believe that INREQ or like notice contains implications that are imminent.
- e. On receipt of an ALNOT or like notice, coordination action will be taken.

DOA and AFRCC will coordinate to determine who will "control" and "assist."
If a mission is opened, DOA and AFRCC will assign a mission number.

2. Ground Incidents

- a. AFRCC normally receives alert from agency having jurisdiction in area (local, State or Federal).
- b. State SAR Coordinator will contact AFRCC if assistance is requested.

B. CONDUCTING - During the conduct of a SAR mission, it is essential that there be a close interchange of mission information and requirements between agencies and the AFRCC, regardless of who has mission control responsibilities. Such information and requirements should include but not be limited to:

1. Mission Numbering

- a. AFRCC mission numbers assigned consecutively throughout calendar year, prefixed with CAP region number.
- b. Missions controlled by State. Numbering is required by the State.

2. Mission Logging

AFRCC maintains an official log of all SAR activity associated with an AFRCC mission.

3. SAR Mission Coordination/Control -

Each SAR mission must have an SAR Mission Coordinator (SMC); either a designated official of the AFRCC, Civil Air Patrol, State or some other agency in a better position to coordinate and control a particular SAR mission.

- a. On-Scene Commander (OSC) - is subordinate to the SMC and is designated by the SMC, or AFRCC when providing forces to assist.
- b. When military or Civil Air Patrol forces are provided to assist in a SAR mission, the unit commander will retain command control of his forces; however, consistent with its capability, the force will be employed in search areas designated by the SMC.
- c. Where practical, State and Federal units may utilize joint facilities at a forward base.

C. REPORTING

1. By directive, AFRCC is required to submit opening, progress and closing/suspending reports to higher headquarters on all agencies participating in SAR missions.
2. When the State provides forces to assist on missions controlled by the AFRCC, it is essential that the following information be reported by telephone to AFRCC at the end of each mission day.
 - a. Number of aircraft and/or persons used.
 - b. Total sorties and flying hours.
 - c. Areas searched by grids/square miles.
 - d. Estimated effectiveness.
 - e. Number of aircraft or forces estimated to be available the next day.
3. Similarly, AFRCC will provide the State controlling agency like information when the AFRCC is providing assisting forces.

PART III - INFORMATION AND LEGAL ASPECTS

A. Public Information

1. The controlling agency will have primary responsibility for:
 - a. Insuring that news media within or adjacent to the search area have been requested to utilize their facilities to solicit search information from the general public that

- a. Insuring that news media within or adjacent to the search area have been requested to utilize their facilities to solicit search information from the general public that may assist in locating the SAR objective.
 - b. Being the focal point for release of overall mission progress information, to include the identification of all participating SAR forces.
 - c. Providing the assisting agency the essentials of mission statements that have been released to the news media.
 - d. Taking every possible action to relieve the on-scene commander of the news media pressure that will invariably be applied locally because of the "Humanitarian Interest" aspects of SAR mission. In this respect, either provide an overall mission statement for release or attempt to have news media queries referred to the controlling agency.
2. Assisting agencies will respond to news media queries under the general guidance of mission statement releases provided by the controlling agency.
 3. News media releases by participating forces which identify local SAR personnel who are involved in a portion of the SAR mission are encouraged, provided the essentials of the overall mission statement releases of the controlling agency are included.
 4. A possibility exists that on a classified military SAR mission, the participation by non-military SAR forces may be requested and required. In this case, the assisting SAR forces will be requested to refer all news media queries to the AFRCC.

B. Notification of Kin

1. Although the controlling agency does not have specific responsibilities in this matter, experience has proven that they do get involved and there can be many ramifications, particularly in general aviation type incidents.
2. In a majority of general aviation incidents, contact with the kin by the controlling agency has been made during the ALNOT and early stages of the distress phases to obtain information that may assist in SAR operations. Conversely, the controlling agency may have received the first SAR alert from the kin.

3. Therefore, as a moral obligation, the controlling agency should:
 - a. Make every effort to notify and keep the kin apprised of the progress of the SAR mission when contact has been made either prior or subsequent to opening the SAR mission. When one or more families are involved, it is helpful at the outset for the controlling agency to establish a single point of contact.
 - b. Insure, insofar as possible, that when the SAR objective is found and deceased are involved, the appropriate law enforcement agency or coroner's office have taken action for notification of kin.

C. Recovery of Human Remains

1. The remains of military personnel, or civilians employed by the military, shall be removed only upon approval of a medical officer. In the absence of a medical officer at the crash site, approval will be obtained through the military chain-of-command.
2. The remains of other civilian personnel will be removed in accordance with applicable laws of the area. Authority for removal can usually be obtained through the police authority for the area. The CAP may be called upon for this mission.

D. Security and Marking of Aircraft Wreckage

1. Since all aircraft accidents are subject to military and/or CAP/FAA investigations, every reasonable effort should be made by the controlling agency to identify a ground agency who will accept responsibility for security of the wreckage until an investigation team arrives on the scene.
2. For military aircraft wreckage that is not removed from the scene, it is incumbent upon the nearest military installation to properly mark the wreckage. Disposition of aircraft will be handled by appropriate channels. A Class A accident will activate the investigation Aviation Safety Team, Fort Rucker, Alabama.

West Virginia Emergency Operation Plan

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Annex E-Evacuation

ANNEX E

EVACUATION

A. PURPOSE

1. Evacuation of individuals may be required in a variety of circumstances. The evacuation may be in advance of an expected occurrence when there is adequate warning such as a slowly developing flood. On the other hand, evacuation of an area may be required after an occurrence such as a flash flood, an industrial or transportation incident or accident involving the release of hazardous materials, or certain conflagrations including some forest fires. Other variables in an evacuation operation include the area to be evacuated, time and distance required to insure safety, and transportation to mass care facilities in the safe area.
2. This annex addresses functional responsibilities and tasks applicable in all evacuations without attempting to detail the procedures for each and every situation that may call for evacuation. It is applicable anywhere in the State.

B. CONCEPT OF OPERATIONS

1. Primary responsibility for evacuation lies within the senior executive officer of the political subdivision of the State that has an established emergency services organization and program, as enumerated in West Virginia Code, Chapter 15, Article 5, Section 8.
2. Local hazard analysis identifies possible evacuation areas. Such areas include:
 - a. Low-lying communities subject to river flooding;
 - b. Inhabited areas downstream from mountain streams with a potential for flash flooding or below dams;
 - c. Inhabited areas near industrial sites that use hazardous materials;
 - d. Inhabited areas near nuclear power plants;
 - e. Inhabited areas adjacent to main line rail lines and major highways.
3. Shelter facilities are surveyed for suitability and designated in advance for possible use where significant threat exists. Standing procedures for activation of shelters on short notice will be established.
4. Evacuation operations involve the following:
 - a. Warning - Decisions and public information

- b. Movement - Transportation, traffic control and area security
 - c. Mass Care - Shelter, feeding and medical attention
 - d. Reentry - Damage assessment and decision
5. Evacuations are precautionary, immediate or voluntary.
- a. Precautionary - Sufficient warning time is available and/or the threat is only possible.
 - b. Immediate - There is little or no warning and the threat is immediate.
 - c. Voluntary – Individuals on their own may take the necessary steps to leave a potential disaster area.
6. Decisions to evacuate areas:
- a. Precautionary evacuations are directed on authority of the senior elected official (or designee(s) cited in the emergency operations plan) of the Local political subdivision. (Reference Paragraph 1 above.)
 - b. Based on severity of threat to human life, immediate evacuation may be initiated by any duly recognized emergency response force (police, fire, emergency services, etc.). However, the conduct of operations for the overall complete evacuation process (Warning, Movement, Mass Care, and Reentry) remains with the appropriate political subdivision. (Reference Paragraph 1 above.)
 - c. The Governor may also order the evacuation of an area. (WV Code, 15-5-6).
7. All decisions to evacuate are immediately made known to:
- a. The senior elected official of the jurisdiction;
 - b. The County Emergency Services Director;
 - c. The West Virginia Office of Emergency Services;
 - d. West Virginia National Guard
 - e. Local WV State Police Detachment;
 - f. Local law enforcement;

- g. Local volunteer relief agencies, such as American Red Cross.
- 8. Instructions to the public are disseminated by the most rapid and effective means including radio and television, loudspeaker equipped vehicles and door-to-door notification and approved outdoor warning sirens.
- 9. Instructions to the public include:
 - a. Area to be evacuated and perimeter or boundary lines;
 - b. Time available to effect the evacuation;
 - c. Mass care center(s) locations;
 - d. Transportation and travel directions;
 - e. Estimated duration of the evacuation;
 - f. Other necessary data such as:
 - (1) What individuals are to bring with them;
 - (2) Instructions on pets, etc.;
 - (3) Turning off lights, utilities, etc;
 - (4) Prescriptions/medicines, etc.
- 10. Transportation will be provided for those individuals without their own means.
- 11. Security of the evacuated area is provided by patrols where feasible, and/or perimeter security to control ingress of the affected area.
- 12. Decision to reenter an evacuated area is made following a damage assessment and/or determination that the danger no longer exists. Such decision is made by the Emergency Services Director of the jurisdiction involved.
- 13. Instructions for reentry will be provided.
- 14. Law enforcement personnel will control traffic on all highways, evacuate all areas and facilities, and provide security for the affected areas.

C. TASK ASSIGNMENTS

State

- 1. Office of Emergency Services
 - (a) Inform the Governor and appropriate State agencies/departments of the

situation and requirements for assistance from those agencies/departments.

(b) Provide overall coordination of State actions during evacuation operations.

2. West Virginia State Police

(a) Provide traffic control.

(b) Assist local law enforcement personnel with direction and control of evacuation operations when local resources are insufficient.

(c) Originate requests for additional State or Federal law enforcement through the State Emergency Services Office.

3. Other State agencies/departments provide technical assistance as appropriate and respond to requests for other assistance made through the Office of Emergency Services.

D. AUTHORITIES AND REFERENCES

West Virginia Code, Chapter 15, Article 5, Emergency Services, as amended

West Virginia Emergency Operation Plan

Response

Annex F-Human Services

ANNEX F

HUMAN SERVICES

A. PURPOSE

1. The term "human services" covers a wide variety of programs designed to protect the safety and well-being of those caught in an emergency/disaster **situation** and to assist them in recovering from the effects of the incident. This annex is concerned with those forms of assistance available without a Presidential Emergency or Major Disaster Declaration. The West Virginia Department of Health and Human Resources coordinates the process whereby those in need receive assistance either directly from the agency or through referral to the appropriate resource.
2. Particular forms and sources of assistance vary from emergency to emergency. Those listed in this annex are only illustrative. Each local organization for emergency services, in coordination with the Department of Health and Human Resources office in its area, should compile a list of "human services" providers which can be quickly and efficiently activated, including it in the local emergency operations plan. Contact should be established with any assistance agencies or organizations that come into the area after an emergency/disaster occurs so the various efforts can be effectively coordinated. These efforts should be coordinated through the County's Office of Emergency Services.

B. CONCEPT OF OPERATIONS

1. State agencies with human services responsibilities, and volunteer relief agencies maintain a continuing program of cooperative disaster response planning and training.
2. The West Virginia Department of Health and Human Resources coordinates the delivery of human services assistance by providing help from its own resources or through referral to the appropriate resource. Within this department the responsibility for disaster planning and for the coordination of disaster relief activities lies with the Office of Emergency Medical Services.
3. Before a disaster occurs the West Virginia Department of Health and Human Resources office, in coordination with the State Office of Emergency Services and other human services providers; such as the American Red Cross:
 - a. Locates buildings to use as emergency shelters and/or feeding centers; and sites that could be used as disaster assistance centers.
 - b. Provides assistance to citizens with special needs, such as individuals with disabilities (See Appendix 1) and the elderly (See Appendix 2).

- c. Locates housing for workers coming into the area from outside the county.
 - d. Develops and maintains a contact list of personnel in agencies providing human services assistance.
 - e. Develops and maintains agreements among the human services providers and the local emergency services organizations delineating responsibilities and means of coordination.
 - f. Maintains an updated contingency plan known to all participating agencies and organizations in the area.
- 4. The order to implement the West Virginia Department of Health and Human Resources Emergency Operations Plan comes when conditions require activation of the State Emergency Operations Center; a State of Emergency Declaration by the Governor or legislature; or a Presidential Emergency or Major Disaster Declaration.
 - 5. The West Virginia Department of Health and Human Resources office is, at least initially, the principal recipient of human service assistance requests. Those needs it cannot meet are referred to the appropriate agency.
 - 6. All agencies and organizations provide assistance to the maximum extent possible. Their efforts are coordinated with the human services coordinator so the assistance can be given in the most efficient and effective manner.

C. TYPES OF ASSISTANCE AND THEIR PROVIDERS

The following list of assistance programs is intended to provide basic guidance as to the programs usually needed by disaster victims and at least some of the agencies with expertise in providing these services. If needs arise which are not considered beforehand, those supplying assistance must be as creative as possible in finding resources to meet those needs.

The same is true of the agency lists accompanying each type of assistance. Agencies other than those listed may be available, while some that are listed may not be able to supply assistance. The exact providers of the various services can only be established with certainty during the actual emergency response effort.

- 1. Collection and Distribution of Donated Goods
 - a. Type of Assistance - Establishment and management of centers for receipt, organizing and distribution to those in need of donated goods such as food, clothing, furniture, medical supplies, building materials, cleaning supplies, bedding, utensils and tools.

- b. Agencies –American Red Cross, Salvation Army, and other members of WV Voluntary Organizations Active in Disasters (WV VOAD).

2. **Counseling**

- a. Type of Assistance - Crisis intervention counseling designed to help disaster victims and workers cope with their situation and avoid serious psychological impairment.
- b. Agencies - Department of Health and Human Resources, Public and Private Non-Profit Mental Health Organizations, American Red Cross, and Salvation Army.

3. **Financial Assistance**

- a. Type of Assistance - Direct grants for food, clothing, rent, bedding, selected furnishings, transportation, medical needs, temporary home repairs, occupational supplies, and other essentials on an individual or family basis. Availability of assistance may vary from emergency to emergency, and may be based on family income level.
- b. Agencies - Department of Health and Human Resources, American Red Cross, and other members of WV VOAD.

4. **Food**

- a. Type of Assistance - Providing food to disaster victims and workers may be done in several ways. They include:
 - (1) Direct giving of foodstuffs donated by individuals and groups to disaster victims. (See above, Collection and Distribution of donated Goods.)
 - (2) Direct money grants for food purchase and/or Food Stamp allotments made to disaster victims. (See above, financial Assistance.)
 - (3) Meals provided at feeding centers or from mobile canteens.
- b. Agencies - Department of Health and Human Resources, Bureau of Senior Services, Department of Education, Adjutant General's Office; American Red Cross; Salvation Army; other members of WV VOAD, and food banks.

5. Manpower/Personnel

- a. Type of Assistance - Provision of personnel to supplement the labor supply in responding to an emergency/disaster, especially in regard to clean-up work and repair of damaged homes.
- b. Agencies - Bureau of Employment Programs, Division of Corrections, Adjutant General's Office, and Division of Highways.

6. Medical Assistance

- a. Type of Assistance - Professional medical aid in the treatment of disaster victims, the prevention or control of disease in the affected area, provision of emergency prescription and non-prescription medication and prosthetic devices, and the handling and identification of persons killed in the disaster.
- b. Agencies - Department of Health and Human Resources, West Virginia State Police, Adjutant General's Office, and American Red Cross.

7. Registration

- a. Type of Assistance - The location of disaster victims, an assessment of their condition and needs, and the handling of inquiries concerning the status of people in the affected area.
- b. Agencies - Department of Health and Human Resources, West Virginia State Police, Bureau of Senior Services, Office of Emergency Services, American Red Cross, Salvation Army, and other members of WV VOAD.

8. Rehabilitation of Homes

- a. Type of Assistance - Aid to homeowners in repairing their houses in the absence of or to supplement FEMA's Minimal Repair Program. The ability of the listed agencies to provide assistance may vary from situation to situation and may be pegged to the income level of the affected family.
- b. Agencies - WV VOAD, WV Housing Development Fund, and the Department of Health and Human Resources.

9. Shelter

- a. Type of Assistance - The establishment of shelters designed to protect the lives and health of people forced to evacuate their homes because of an emergency or a disaster. Shelters are short-term facilities (several days to a week), and the families will be returned to their homes or to temporary housing locations as quickly as possible. Locations to be used, as shelters should be predesignated by the local emergency services organization working with the agencies listed below. Selection should be based on the following criteria:

- (1) Building design and safe location.
- (2) Convenient location for the population to be served and access to other government services.
- (3) Priority of utility restoration or location of emergency generators.
- (4) Availability of sanitary and mass feeding facilities.
- (5) Availability of alternate heating (gas-coal-fuel oil).
- (6) Accommodations for citizens with special needs; i.e., disabled, elderly, etc.

Personnel to operate the shelters can come from a variety of sources; however, whenever possible, it is best to have people familiar with the building to at least assist in the shelter operation. The American Red Cross is mandated within the Federal Response Plan to manage emergency shelters. Working in cooperation with other organizations, the American Red Cross will provide resources and personnel to operate shelters in accordance with established shelter management guidelines.

- b. Agencies - Department of Education; Department of Health and Human Resources, Adjutant General's Office, American Red Cross, Salvation Army, and other members of WV VOAD.

10. Tax

- a. Type of Assistance - Help in computing credits based on disaster **caused** casualty losses. The victim may be able to file an amended return in order to secure an immediate cash refund from both the Federal and State governments.
- b. Agencies – WV Division of Tax and U.S. Internal Revenue Service.

11. Transportation

- a. Type of Assistance - Equipment and personnel to move people, supplies and equipment either to or from an emergency/disaster site or assistance center.
- b. Agencies - Department of Education, Division of Highways, State Police, National Guard, Bureau of Senior Services, Division of Corrections, Department of Health and Human Resources, Department of Administration, Division of Natural Resources, Department of Agriculture, Bureau of Commerce, Division of Environmental Protection and Civil Air Patrol.

D. TASK ASSIGNMENTS

1. The Department of Health and Human Resources has lead responsibility for the provision of human services assistance to disaster victims, in coordination with the State Office of Emergency Services.
2. All other agencies and organizations work, to the limit of their resources, in support of the Department of Health and Human Resources in meeting emergency/disaster related human needs. These support agencies include, but are not limited to, the following:
 - a. State Agencies
 - (1) Adjutant General's Office
 - (2) Bureau of Senior Services
 - (3) Department of Education
 - (4) Division of Rehabilitation Services
 - (5) Office of Emergency Services
 - b. Voluntary Relief Organizations
 - (1) American Red Cross
 - (2) Salvation Army
 - (3) WV VOAD

E. AUTHORITIES

1. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended
2. Code of Federal Regulations, Title 44, "Emergency Assistance"

3. West Virginia Code, Chapter 15, Article 5, "Emergency Services," as amended
4. West Virginia Code, Chapter 16, Article 5P-1 to 5P-15, "Senior Services," as amended
5. West Virginia Code, Chapter 18, Article 10A, "Rehabilitation Services," as amended
6. West Virginia Department of Health and Human Resources, "Memorandum of January 23, 1978: Disaster Preparedness"
7. Statement of Understanding between the State of West Virginia and the American Red Cross
8. American Red Cross Disaster Services Program. (ARC 3000 Series)
9. Church World Service Domestic Disaster Office, "Church Response to U.S. Disaster - 1978 Revisions"

REFERENCES

1. Assisting People with Disabilities, American Red Cross, September, 1999
2. Disaster Preparedness for People with Disabilities, American Red Cross, June, 1997
3. Assisting People with Disabilities in a Disaster, Federal Emergency Management Agency
4. Disaster Preparedness for Seniors, American Red Cross, October, 1995
5. Emergency Preparedness Manual for the Aging, State of Hawaii Administration on Aging
6. Disaster Preparedness for Persons with Disabilities, A Report by the State of California Department of Rehabilitation, April, 1977
7. State of North Dakota Emergency Operations Plan, as amended
8. Federal Response Plan, as amended

APPENDIX 1

PROCEDURES FOR MEETING THE NEED OF INDIVIDUALS WITH DISABILITIES

- A. The State-Federal Vocational Rehabilitation Program is charged with meeting the rehabilitation needs of people with physical and/or mental disabilities.
- B. In the event of an emergency or disaster, the West Virginia Department of Health and Human Resources could provide or pay vendors to provide almost any service that has a relationship to the eligible victim being rehabilitated for an eventual return to employment. These services are available on an ongoing basis and are not specifically designed to be used in an emergency situation, but could be if needed.
- C. Program services include but are not limited to:
 - 1. Intake;
 - 2. Diagnosis and evaluation;
 - 3. Eligibility determination;
 - 4. Development of the individual written rehabilitation program;
 - 5. Guidance and counseling;
 - 6. Physical and mental restoration services;
 - 7. Training;
 - 8. Job placement assistance;
 - 9. Follow-up to placement for most appropriate work performance by the client;
 - 10. Follow-up studies on success of rehabilitation services pursuant to the Department of Health and Human Resources regulations, state law, federal law, and regulations as received from the United States Department of Education; and
 - 11. Information and referral.
- D. During non-emergency status eligible individuals are prioritized for reception of services. This same order of selection could be used during the recovery phase to aid victims in the expedition of services.

APPENDIX 2

GUIDELINES FOR PROVIDING FOR THE NEEDS OF THE ELDERLY

- A. During an emergency or disaster the elderly population of the affected area can require special services and at the same time provide manpower assistance to local government in the response to disaster and to disaster cleanup.
- B. Following is a description of the guidelines to follow in providing services to the elderly in an emergency or disaster and also a description of the manpower assistance the elderly could provide in disaster response and cleanup.

- 1. Guidelines to follow in providing services to the elderly.

To lessen the trauma to older persons utilize staff, volunteers, resources and facilities that are known and familiar to the elderly. In all disaster planning and plan implementation, involve senior service providers and older persons. Secure agreements with Older Americans Act Title III service providers to utilize staff, facilities and consumable resources in a disaster. As per agreements, select and train volunteers and staff who are knowledgeable about the unique needs, concerns and service requirements of the elderly population within the area.

- 2. Services that can be provided under the Older Americans Act in time of disaster:

Section 310(a)(1) of the Older Americans Act. The Commissioner, U.S. Administration on Aging, may provide reimbursement to the state, upon application for such reimbursement, for funds the state makes available to the Bureau of Senior Services to provide for the delivery of supportive services during any major disaster declared by the President in accordance with "The Robert T. Stafford Disaster Relief and emergency Assistance Act," Public Law 93-288, as amended.

Such supportive services may include but not limited to:

- a. Information and Referral Services – Have outreach staff at disaster site assist older persons to obtain emergency services, adequate housing, clothing, food; provide assistance to secure all necessary services to maintain stability, security and independence.
- b. Outreach Services – Have outreach staff make visits to the homes of older persons to assist them in securing any appropriate services to maintain stability, security and independence.

- c. Transportation Services – Provide transportation to and from medical facilities, disaster site, to and from congregate care eating site and to utilize transportation to facilitate access to any other supportive services.
 - d. Counseling Services – Utilize trained personnel to deal with the emotional and psychological trauma an older person might experience who has just experienced a major loss (loss of home, spouse, family, pet, etc.) caused by the disaster.
 - e. Health Services – Possibly assist with emergency care at shelters. Assist in securing vital medications of persons at shelters who do not have access to regular medication. Provide health-monitoring services at shelters. Make home health visits to elderly persons maintaining residence away from the disaster site.
 - f. Escort services to frail older persons who may need assistance in getting vital services.
 - g. Shopping services to secure necessary goods for older persons who are unable to leave their homes.
 - h. Chore services/cleanup targeted at an older person's residence. Services could include minor repairs, minor painting and major cleanup.
 - i. Food Service – Utilize USDA commodities and Older Americans Act Title III resources to provide for feeding at shelters, waiting rooms and places where disaster victims and emergency workers have congregated, delivery of food to persons in isolated areas and provide food service to disaster workers who are cleaning up and making repairs in damaged areas where no cooking facilities exist.
- C. Possible resources available to prepare for disaster or disaster cleanup by the Older American Community Service Employment Program.
- D. Section 502(a) of the Older American Act. In order to foster and promote useful part-time opportunities in community service activities for unemployed low-income persons who are 55 years old or older, the U.S. Secretary of Labor has established an Older American Community Service Employment Program.
- E. (c)(1). The U.S. Secretary of Labor is authorized to pay all of the costs of any such project which is an emergency or disaster project, as determined by the Secretary in consultation with Secretary of Commerce and the Director of the Office of Community Services of the U.S. Department of Health and Human Services.

F. Possibilities could include using older workers for:

1. Preparing for inevitable disaster, i.e. sandbagging for flood;
2. Utilize older workers at mass feeding sites, preparing food, cleanup and maintenance of mass feeding site;
3. Utilize older workers in post disaster general cleanup and minor repair;
4. Utilize older workers in clerical/support positions; and
5. Utilize older workers at shelters to lead activities for youth and children for purposes of diversion regarding disaster and to provide assistance and relief to parents.

West Virginia Emergency Operation Plan

Response Annex G-Emergency Health Services

ANNEX G

EMERGENCY HEALTH SERVICES

A. PURPOSE

Experience gained from past disasters indicates that most communities do not have the resources needed to provide adequate health services during emergencies and disasters. Planning for meeting human health needs helps to insure that the services likely to be needed will be available to those individuals and communities during emergencies and disasters. Primary responsibility for Emergency Health Services lies with the West Virginia Department of Health and Human Resources. This annex delineates the assistance that is available from the Department of Health and Human Resources during emergencies or disasters for medical and/or health services.

B. CONCEPT OF OPERATIONS

1. The West Virginia Department of Health and Human Resources provides or coordinates the provision of services in the following emergency health areas:
 - a. Determining that public water supplies are potable and, if not, arranging safe alternative supplies.
 - b. Arranging for sanitary disposal of human wastes if municipal or district sewage and wastewater treatment facilities become inoperable, in coordination with the Division of Environmental Protection (DEP).
 - c. Determining that garbage and waste storage and disposal present no public health hazard and arranging safe alternatives when required, in coordination with the DEP.
 - d. Advising users of private water supplies and sewage disposal systems that their use is safe or arranging for safe alternatives, in coordination with the DEP.
 - e. Inspecting shelters and feeding facilities to insure their sanitary condition. This also applies to hotels, resorts and restaurants in the disaster area.
 - f. Advising and assisting affected communities concerning mass immunization programs, home clean-up procedures, and general medical advice to prevent or control disease outbreaks.
 - g. Coordinating services through the WVOES to prevent and control disease such as, but not limited to, debris removal, insect and rodent control and medical and analytical laboratory services.

- h. Regulating burial and re-burial activities so that no hazard to the public is created.
- i. Maintaining adequate records of the numbers and identity of dead, injured and hospitalized casualties; handling mass casualties, victim identification and emergency mortuary services.
- j. Providing personnel and technical assistance for damage estimates concerning public water supply systems, public owned waste disposal systems and public health facilities.
- k. Evaluating radiological, chemical and biological exposure hazards associated with contaminated air, food, water and drugs and advising the public on protective measures to be taken to lessen the effects of these hazards, in cooperation with the DEP.
- l. Arranging for appropriate medical care for persons exposed to radiological, chemical and biological agents.
- m. Arranging for additional health manpower or supplies when required in the affected communities.
- n. Requesting through WVOES, U.S. Public Health Service, and other federal agencies, if needed, to supply any needed public health manpower or supplies when requirements exceed the state's resources.
- o. Providing professional counseling to victims to relieve mental health problems caused or aggravated by a disaster.
- p. Providing professional counseling services to respondents and/or disaster workers to relieve mental health problems caused or aggravated by a disaster.
- q. Arranging through WVOES additional emergency medical transportation as required.
- r. Assisting in the prevention and alleviation of water pollution problems.
- s. The State Fire Marshal working with the Office of Emergency Services following a Major Disaster Declaration will determine the habitability of affected dwellings.
- t. The State Fire Marshal will determine that the condemnation of public or private structures is appropriate for health hazard reasons within the disaster area.

- u. Coordinating with the American Red Cross in assisting local medical resources with first aid; supplemental medical, nursing and hospital care; individual medical assistance, such as prescription drugs, eyeglasses, dentures and prosthetic devices; blood and blood products; and mass shelter management.
 - v. Coordinating with other state agencies such as, but not limited to, the Division of Rehabilitation Services and the Department of Health and Human Resources, that have health and medical related programs to provide these services as needed in an emergency or disaster.
 - w. Coordinating through WVOES with other departments having communications capabilities to ensure that the Emergency Medical Communications Network will be put to the best possible use in a disaster or emergency to meet health and communications requirements.
 - x. Coordinating through WVOES with the Department of Agriculture the inspection of establishments under their authority to ensure that food is safe for human consumption.
2. The following agencies provide support as indicated to the Department of Health and Human Resources:
- a. West Virginia State Police gathers information concerning the injured and dead; supports the State Medical Examiner in carrying out his duties; escorts or relays emergency medical needs to or from the disaster site when required; provides law and order for medical facilities; communications assistance.
 - b. National Guard provides manpower for actions to protect public health; transportation assistance, air and ground; and water supply.
 - c. Civil Air Patrol provides transportation for medical and health items, health personnel, and disaster victims, if required.
 - d. Department of Agriculture provides inspections to ensure that food is safe for human consumption.
 - e. American Red Cross provides transportation, shelter, first aid and nursing assistance; blood and blood products; and casualty listings.
 - f. West Virginia Rural Water Association has a portable water plant that can be made available.
 - g. Office of Emergency Services provides overall direction and control to emergency/disaster operations and relays health and medical information to Department of Health and Human Resources staff.

- h. Rehabilitation Services provides rehabilitation and related services for disabled survivors; medical facilities and personnel, if required.
 - i. Natural Resources provides laboratory services.
 - j. Board of Pharmacy assists in accessing pharmacies to use as distribution points for the dispensing of medications and to ensure the security and safety of all controlled substances.
 - k. Salvation Army or the American Red Cross establishes temporary shelter and feeding stations.
3. The following guidelines summarize actions related to delivery of Emergency Health Services.
- a. The Director of the Office of Emergency Services, who is responsible to the Governor for carrying out the program of emergency services for the state, maintains liaison with the West Virginia Department of Health and Human Resources and requests that the department's Emergency Operations Plan be implemented when necessary.
 - b. The West Virginia Department of Health and Human Resources maintains a current Emergency Operations Plan (EOP). The Office of Emergency Medical Services (OEMS) revises and updates the Department's Emergency Operations Plan and is responsible for coordinating the Health and Human Resources Department's activities during emergencies or disasters.
 - c. When a period of warning time is available, the Office of Emergency Services alerts the State Department of Health and Human Resources, through the OEMS, for preparedness actions to be taken should a disaster develop.
 - d. Upon receiving alerting information from the Office of Emergency Services, the OEMS of the Department of Health and Human Resources alerts the WV DHHR Disaster Network, indicating that a potential emergency or disaster may develop. Staff members are placed on a 24-hour alert status until the emergency passes.
 - e. The Director of OEMS will establish coverage of DHHR responsibilities in the EOC as directed by the Director of the Office of Emergency Services.
 - f. The OEMS identifies those staff members who will assume first shift responsibilities in the event a disaster or emergency occurs and maintains continuous liaison with the Office of Emergency Services and the Commissioner of the Bureau for Public Health.

- g. Upon receipt of notification by the Office of Emergency Services that a disaster situation exists or is imminent, the Director of OEMS or his/her designee notifies the Commissioner of the Bureau for Public Health that the Emergency Operations Plan is being activated and reports to the Emergency Operations Center (EOC), State Capitol Building, or other designated locations, as directed by the EOC or Governor's Office to represent the DHHR during the emergency. Close liaison will be maintained by the Director of OEMS and his/her designee with the Office of Emergency Services and the WV DHHR Disaster Network.
- h. During and following an emergency/disaster the WV DHHR's OEMS coordinates assignment of the Department's personnel for damage survey, health inspections and immediate recovery operations.
- i. The Office of Emergency Medical Services of the WV DHHR maintains essential records detailing all health related activities concerning services provided, equipment used, personnel involvement (including hours worked, injuries sustained, etc.) prior to, during and following the emergency.
- j. The Office of Emergency Medical Services maintains a daily log of disaster events related to WV DHHR activities, commitment and expenditures. At the conclusion of the disaster or emergency, a comprehensive report is presented to the State Health Commissioner for his/her evaluation and information, and to other officials, as required.

C. TASK ASSIGNMENTS

1. State

The West Virginia Department of Health and Human Resources provides or coordinates provision of all emergency health services. Other State and volunteer agencies, as indicated in the annex, support the WV DHHR in providing emergency health services and medical assistance.

2. Federal

Federal agencies including, but not limited to, the U.S. Public Health Service, provide emergency health assistance as required. The West Virginia Department of Health and Human Resources will request such assistance through the WV OES Director.

D. AUTHORITIES AND REFERENCES

1. West Virginia Code, Chapter 15, Article 5, "Emergency Services"
2. Department of Health and Human Resources Emergency Operations Plan
3. West Virginia Code, Chapter 9, Article 1, "Human Services, Legislative Purpose and Definitions"
4. West Virginia Hazardous Materials Emergency Response Plan

West Virginia Emergency Operation Plan

Response Annex H-Police Services

ANNEX H

POLICE SERVICES

A. PURPOSE

In an emergency situation, the law enforcement personnel maintained by the political subdivisions for day-to-day operations may prove to be inadequate. The West Virginia State Police is responsible for law enforcement, traffic control, and coordination in handling mass casualties and victim identification during emergencies and disasters requiring implementation of this plan. These functions are normally the responsibility of the State Police within assigned jurisdictions and are basically unchanged except to require intensified effort at the emergency/disaster scene and in support of the recovery effort.

B. CONCEPT OF OPERATIONS

1. The West Virginia State Police render assistance to municipal and county governmental agencies or any other agency or agencies to alleviate suffering, restore and maintain law and order, protect life and property, and provide support in the event of natural or man-made emergencies and disasters.
2. The Superintendent of the West Virginia State Police coordinates the police services operations of his department and supporting agencies, and maintains liaison with the Director, Office of Emergency Services throughout the emergency and recovery operations.
3. Temporary road closures due to winter storm conditions may be authorized only by one of the following State officials or their designated alternates: the Governor, the Superintendent of the State Police, and the Commissioner of the Division of Highways.
4. The following state agencies provide support to the State Police:
 - a. Division of Natural Resources

Supplemental law enforcement personnel when requested by the Superintendent.
 - b. Adjutant General Department

Supplementary National Guard personnel when activated by the Governor. Air Guard has arresting authority; Army Guard is not bonded.

c. Division of Highways

Personnel and equipment upon request by the Superintendent for traffic control.

d. State Medical Examiners Office

Assistance for victim identification and support in accordance with state laws in handling disaster-related deaths.

5. The West Virginia State Police Emergency Plan serves as a guide for police services during emergencies. This plan is maintained and exercised at least annually by the Department of Public Safety.
6. Communications for provision of police services in an emergency situation are provided through the State Police Radio and Teletype Network. Additional communications information is located in Annex C, Communications.
7. Responsibilities of the State Police for evacuation and warning are found respectively in Annexes E and B of this plan.
8. The Superintendent, West Virginia State Police, or his designated representative, coordinate police services as a member of the Emergency Operations Center, when the Center is activated.

C. TASK ASSIGNMENTS

1. State

- a. The West Virginia State Police provide police services when requested by local authorities when an emergency situation is beyond local capability or upon request of the Director, Office of Emergency Services.
- b. The Division of Natural Resources, Adjutant General Department, Division of Highways and Department of Health and Human Resources support the West Virginia State Police in providing police services.

2. Federal

The Federal Bureau of Investigation provides victim identification assistance to the State Police when requested to do so by the Superintendent.

D. AUTHORITIES AND REFERENCES

1. West Virginia Code, Chapter 15, Article 5, Sections 6 and 12, as amended
2. West Virginia State Police Emergency Plan
3. West Virginia Hazardous Materials Response Plan

West Virginia Emergency Operation Plan

Response

Annex I-Fire Services

ANNEX I

FIRE SERVICES

A. PURPOSE

The State Fire Commission is the state focal point for fire services, including fire prevention, fire suppression and life-saving services necessary for the protection of lives and property in all communities in West Virginia. The West Virginia Division of Forestry is the focal point for forest and woodland fires.

Part One of this Annex outlines the role of the State Fire Marshal as the operating division of the State Fire Commission.

Part Two of this Annex outlines the role of the State Forester as the operating division of Forestry.

PART ONE. STATE FIRE COMMISSION

B. CONCEPT OF OPERATIONS:

Fire Services will be provided initially by local authorities. State and federal agencies will then provide assistance and support to the initial responding authority. Manpower and equipment will be provided through these local authorities. Technical expertise and specialized equipment to be provided by state and federal agencies. Coordination of fire and rescue efforts will be made by State Fire Commission on request of local authority and/or direction of the Governor.

C. RESPONSIBILITIES:

1. Fire services are provided by local entities as are rescue and recovery capabilities.
2. Mutual aid agreements between local entities are in place based on jurisdictional lines and/or proximity of localities.
3. The State Fire Commission, through the State Fire Marshal, provides local, on scene, fire services coordinators, as well as technical assistance.

D. TASK ASSIGNMENTS:

1. State Fire Commission (through the Office of the State Fire Marshal) provides:
 - a. State Fire Coordinator at State EOC
 - b. Local Fire Coordinators at scene

- c. Communications (State)
- d. Analysis of:
 - (1) fire loss
 - (2) structural damage
 - (3) fire protection
 - (4) electrical systems
 - (5) flammable material
 - (6) explosive/hazardous material identification

- e. Condemnation Authority

2. Federal Agencies Will Provide:

- a. Federal Emergency Management Agency (FEMA) – liaison and coordination of all federal response agencies and equipment.
- b. Environmental Protection Agency (EPA) – technical and laboratory services and hazardous material identification and disposal.
- c. Alcohol, Tobacco, and Firearms (ATF) – identification and investigation of incidents involving explosives.

PART TWO. WEST VIRGINIA DIVISION OF FORESTRY

E. CONCEPT OF OPERATIONS

This Annex deals with the protection of all public and private forest lands from fire for which primary responsibility is assigned to the West Virginia Division of Forestry.

F. TASK ASSIGNMENTS:

<u>TASK</u>	<u>RESPONSIBLE AGENCY OR AGENCIES</u>
1. Detection and Evaluation	Division of Forestry
2. Equipment Procurement	Division of Forestry
3. Recruitment	Division of Forestry, National Guard Firefighting Teams
4. Investigation and Prosecution	Division of Forestry, Law Enforcement (DNR), State Fire Marshal's Office and State Police
5. Transportation	Division of Forestry
6. Safety and First Aid Training	American Red Cross
7. Traffic Control	WV State Police

<u>TASK</u>	<u>RESPONSIBLE AGENCY OR AGENCIES</u>
8. Food Preparation and Distribution to Firefighters	American Red Cross
9. Record Keeping and Payrolls	Division of Forestry

In the event that conditions deteriorate to the point that additional support is required, the Division of Forestry will request the services and equipment of the National Guard through the WV Office of Emergency Services.

G. FEDERAL ASSISTANCE

1. PL 93-288, Section 417, authorizes the President to provide assistance, including grants, equipment, supplies and personnel, to any State for the suppression of any fire on privately or publicly owned forest or grassland that threatens such destruction as would constitute a major disaster.
2. The Governor or his designated representative (the State Forester) makes the determination that fire suppression assistance is warranted, and his request will specify in detail the facts supporting such a request. The request is submitted to FEMA Region III, Philadelphia, Pennsylvania, through the Director, WV OES.

H. AUTHORITIES AND REFERENCES:

1. West Virginia Code, Chapter 20
2. West Virginia Code, Chapter 29, Article 3A
3. West Virginia Code, Chapter 29, Article 3
4. West Virginia State Fire Marshal Disaster Management Plan
5. Public Law 93-288, Section 417
6. Rural Development Act of 1972 – Title IV

West Virginia Emergency Operation Plan

Response

Annex J-Manpower/Personnel

ANNEX J

MANPOWER/PERSONNEL

A. PURPOSE

Communities preparing for a disaster or cleaning up after an emergency, are usually able to meet manpower requirements from locally available resources. In a major disaster or emergency, however, large numbers of additional workers may be needed. This annex describes the types of personnel assistance available in emergencies and assigns manpower responsibilities at the state and local levels. The West Virginia Division of Employment Programs, through their local offices, coordinates all manpower requests resulting from emergencies or disasters except those for prison labor. Responsibility for utilizing prisoners in the state penal system for emergency work lies with the West Virginia Division of Corrections.

B. CONCEPT OF OPERATIONS

1. Political subdivisions use their own personnel and those available through mutual aid agreements and understandings with other governments and the private sector. If additional personnel are needed, they will be obtained from the private sector and/or state agencies.
 - a. Private sector personnel possibilities for affected local government(s) include:
 - (1) Volunteers from area businesses, industries or organizations. Emergency operations plans should contain pre-disaster agreements to do this.
 - (2) Additional personnel hired by the local government on a temporary or part-time basis.
 - (3) Contract Agreements with private firms to perform some functions such as ice and snow removal.
 - b. State employees may be utilized by affected local governments on a mission type basis but usually remain under the direction and control of their agency or department. In utilizing state personnel the following will usually be observed:
 - (1) Regular Employees in the area;
 - (2) Regular Employees from outside the area;

- (3) State employees hired on a temporary basis for work arising from the emergency.
2. Additional personnel needed by state government and its agencies/departments may be obtained in the following ways:
 - a. From within state government, employees identified and located by the Division of Personnel and/or the Bureau of Employment Programs as having the necessary skills.
 - b. From the private sector
 - (1) Volunteers
 - (2) Part-time or temporary employees recruited by the Bureau of Employment Programs
 - (3) Contract agreements with private firms to perform some functions
3. If federal funds are available, public and private non-profit agencies affected by a disaster are eligible for manpower funding to provide public services through the Job Training Partnership Act (JTPA).
 - a. The JTPA program is federally administered by the U.S. Department of Labor and State coordination is provided by the Employment Security/Job Training Program (ES/JTP) Division of the Bureau of Employment Programs.
 - b. The requesting governmental or non-profit agency should present to the ES/JTP Division the overall objectives and reasons for the desired positions and assurance that they are unable to fund provision of the desired public services.
 - c. The ES/JTP Division will advise the applicant on the availability of funding and eligibility of the request. If funding is approved, the applicant then contacts the local Bureau of Employment Programs, which serves as the certifying agent for JTPA positions.
4. Prisoners in the state penal system may provide emergency manpower for local or state governments or certain private non-profit facilities affected by a natural or man-made disaster. Utilization of such prisoners is by joint agreement between the Commissioner, Division of Corrections and the Warden(s) of the institution(s).
 - a. Usually only the Division of Corrections Construction Cadre is used for emergencies and disasters. This is a group of skilled prisoners with two or

more of the department's personnel who are released to perform construction and repair work on a regular basis.

- b. The Division of Corrections also maintains records of those individuals confined to their institutions that have special skills that might be needed during emergencies.
 - c. Prisoners in the work release program may be utilized during emergencies but not to the extent that their regular employment would be jeopardized.
 - d. Requests to the Division of Corrections for labor should include as many specifics as possible such as the type of work, how many men are needed, available resources and an estimate of how long the work will take. All such requests will be coordinated by the West Virginia Office of Emergency Services.
- 5. Volunteer agencies with nationally recognized disaster responsibilities such as the American Red Cross, Salvation Army and Mennonite Disaster Service rely on their own paid and volunteer personnel. Should additional personnel be required, the West Virginia Office of Emergency Services and the Bureau of Employment Programs provide recruiting assistance.
 - 6. In the event of a Presidential Major Disaster Declaration, the Job Service of the Department of Employment Security which helps employers find workers will be represented at the Disaster Recovery Center(s) established in the area.

C. TASK ASSIGNMENTS

State

- 1. The West Virginia Bureau of Employment Programs has primary responsibility for coordinating manpower matters resulting from an emergency situation or natural disaster including:
 - a. Recruitment of employees for governments and the private sector at no charge.
 - b. Actions to place personnel including disaster victims at no charge.
 - c. Acting as certifying agent for JTPA program.
 - d. Maintaining liaison with the West Virginia Office of Emergency Services, and advising the State Coordinating Officer in the event of a declared disaster of manpower personnel actions related to the emergency/disaster.

2. The ES/JTP Division of the Bureau of Employment Programs reviews requests, and allocates funding under the Job Training Partnership Act (JTPA), if available, for positions required during or as a result of an emergency/disaster to provide public services.
3. The Division of Corrections provides prison labor when justified and authorized to perform emergency/disaster-related work.
4. The National Guard can provide personnel when all internal sources have been exhausted.

D. AUTHORITIES AND REFERENCES

1. West Virginia Code, Chapter 15, Article 5, as amended.
2. West Virginia Code, Chapter 21, as amended.
3. West Virginia Code, Chapter 21A, as amended.
4. West Virginia Code, Chapter 25, Article 1, as amended.
5. West Virginia Code, Chapter 28, as amended.
6. West Virginia Code, Chapter 62, Article 13, as amended.
7. Comprehensive Employment Training Act, Title II and IV.

West Virginia Emergency Operation Plan

Response

Annex K-Transportation

ANNEX K

TRANSPORTATION

A. PURPOSE

Transportation of persons, supplies and equipment is a primary factor in reducing the effects of a natural disaster. Speed, efficiency and coordination of transportation operations can reduce casualties, suffering and loss of property and is essential for speedy recovery in a stricken area. This annex deals with resources and responsibilities for transportation services, which are vital in disaster operations, such as mass evacuation, medical evacuation, transporting food, medicine, clothing and other essential items, equipment and essential personnel.

B. CONCEPT OF OPERATIONS

1. The Office of Emergency Services receives requests from the County Emergency Services organization for additional transportation services and will coordinate transportation operations with supporting State agencies.
2. The State Division of Highways is the primary agency for movement of supplies and equipment. Their resources include trucks, heavy equipment and fuel. In the event their resources are not available, other State agencies with transportation resources will be utilized.
3. Transportation resources may be acquired from the Department of Education, Bureau of Senior Services, Division of Corrections, National Guard (if activated), and other State agencies through the West Virginia Office of Emergency Services.
4. The Department of Health and Human Resources/Bureau for Public Health is responsible for transportation services required for medical evacuations beyond local capability. The Office of Emergency Services coordinates support, if needed.
5. All State agencies' transportation resources are utilized as the situation determines.
6. Transportation resources and assistance may be acquired from the private business sector. The Office of Emergency Services will coordinate such acquisitions.
7. The Transportation Division of the Department of Education coordinates the use of county school transportation resources during an emergency and assists in transportation planning.

8. Air transportation resources are available from the Aviation Division of the Department of Administration, the State Police, WV DEP, CAP and, upon activation, the National Guard.
9. The National Guard, when activated by the Governor, supports all phases of transportation operations.
10. The Civil Air Patrol will support air transportation operations on a volunteer basis when requested by the State Office of Emergency Services.
11. Temporary road closures due to winter storm conditions may be authorized only by one of the following State officials or their designated alternates: the Governor, the Superintendent of the State Police, and the Commissioner of the Division of Highways.

C. TASK ASSIGNMENTS

1. State
 - a. Office of Emergency Services
 - (1) Maintains transportation inventory according to type and controlling agency.
 - (2) Coordinates requests for transportation resources and designates appropriate agency for task.
 - b. Division of Highways
 - (1) Transportation of supplies and equipment to a disaster area.
 - (2) In coordination with the State Office of Emergency Services following a proclamation of an emergency by the Governor, fuel supply priorities will be placed in effect. (See Appendix 1).
 - c. Department of Administration
 - (1) Can supply vehicles on a limited basis as the situation dictates.
 - (2) The Aviation Division has limited air transportation capabilities.
 - d. Other State Agencies support ground transportation operations with vehicles assigned to their department. All such requests are coordinated with the State Office of Emergency Services.

- e. Department of Education
 - (1) Transportation officer assists in emergency transportation planning.
 - (2) Coordinates the use of county school buses and drivers.
- f. Other Support Agencies
 - (1) The Division of Corrections can provide buses if the situation warrants.
 - (2) The Bureau of Senior Services can support with sedans, vans or small buses.
 - (3) The Appalachian Regional Commission can:
 - (a) advise on transportation operations; and
 - (b) supply a limited number of buses that are owned by the State and leased to private transit authorities.
 - (4) The Public Service Commission, Motor Carrier Division, assists and advises the Office of Emergency Services on available intrastate "for hire" transportation resources.
- g. All agencies/departments keep a current inventory of transportation resources and their service condition.
- h. All State agencies/departments keep accurate documentation of resources utilized in emergency transportation operations to substantiate requests for Federal assistance and to secure reimbursement when available.

2. Federal

- a. The US Coast Guard has jurisdiction over the navigable rivers and the barge traffic upon them.
- b. The US Coast Guard and the US Army Corps of Engineers are the only agencies authorized to close the navigable rivers to traffic.
- c. During flood operations the US Coast Guard can provide assistance if needed with *flood punts. (*small aluminum boats).

C. AUTHORITIES AND REFERENCES

1. West Virginia Code, Chapter 5A, Article 6, as amended
2. West Virginia Code, Chapter 5F, Article 2, as amended
3. West Virginia Code, Chapter 15, Article 5, Sections 6 and 12, as amended
4. West Virginia Code, Chapter 17, Article 16, as amended
5. Federal Response Plan, April 1995, as amended
6. West Virginia Petroleum Emergency Contingency Plan, as amended

ANNEX K
APPENDIX 1
FUEL SUPPLY MANAGEMENT

In the event of widespread commercial power outages, the Division of Highways (DOH) is the only State agency that has a fixed backup generator capability at each of their dispensing facilities. Priorities will be set for fueling the following types of emergency vehicles at DOH facilities in the event of lengthy power outages.

Response Phase

Highways
National Guard
Emergency Medical Services
Fire Services
State Police
County Sheriff/Deputy's
Municipal Police
Natural Resources
Environmental Protection
State OES
County OES
Education
American Red Cross

Recovery Phase

Highways
National Guard
Health
Fire Marshal
Corrections
State OES
County OES
Education
FEMA
American Red Cross

A situation could develop which threatens to disrupt or diminish the supply of fuel to the extent that public health, safety, and welfare may be jeopardized. Refer to the West Virginia Petroleum Emergency Contingency Plan for more detailed guidance on fuel supply management in times of emergencies.

West Virginia Emergency Operation Plan

Response Annex L- Volunteer Relief Organization

ANNEX L

VOLUNTEER RELIEF ORGANIZATIONS

A. PURPOSE

1. The purpose of this annex is to describe and define the structure and capabilities of private relief organizations in disaster situations.
2. The West Virginia Office of Emergency Services works with the organizations described in this annex on a continuing basis to provide coordination in utilizing volunteer services for emergency operations and relief and recovery activities. It is expected that all State agencies in fulfilling their responsibilities delineated in this plan may, at times, involve the utilization of volunteer relief organizations.
3. The Director, Federal Emergency Management Agency, is authorized by Public Law 93-288, Section 312 to enter into agreements with volunteer relief or disaster assistance organizations under which the activities of these organizations may be coordinated by the Federal Coordinating Officer. Whenever such organizations are engaged in providing such assistance during or after an emergency or major disaster; current agreements will include provisions assuring that the use of Federal facilities, supplies and services will be in compliance with regulations prohibiting duplication of benefits. Also guaranteeing non-discrimination promulgated by the President under the Act and such other regulations as the President may require.
4. Prior to, or in the absence of, a Presidential disaster or emergency declaration, the Director, Office of Emergency Services, or another individual named by the Governor to coordinate emergency operations, will work with the involved volunteer relief organizations to assure the best use of their resources to meet the human needs arising from the emergency. The State Coordinating Officer establishes liaison with all volunteer relief organizations helping with recovery efforts and may, in large-scale disasters, appoint a State Volunteer Coordinator to work with these agencies.
 - a. American Red Cross
 - (1) Authorization: Act of Congress, (Act of January 5, 1905, 33 Stat. 599) as amended (36 U.S. Code, Section 1); Disaster Relief Act of 1974, Public Law 93-288; Executive Order 11795).
 - (a) The American Red Cross Congressional Charter requires the organization to undertake relief activities for the purpose of mitigating the suffering caused by disaster and obligates the American Red Cross to develop and carry out measures that

prevent the suffering. The American Red Cross at all levels gives priority to planning for and providing assistance to victims of all disasters. Uniform guidelines and procedures are used for the provision of services.

- (b) Additionally, American Red Cross policy stresses that it will serve as an advocate to help disaster victims in obtaining available government assistance or other recovery aid, and that the Red Cross role extends to promotion and enhancement of the role of government at all levels in providing extended recovery programs adequate to meet the needs of disaster victims.

(2) Capabilities

- (a) The American Red Cross will undertake a damage assessment for the purpose of determining the extent of the disaster, particularly the habitability of permanent residences.
- (b) The American Red Cross will maintain a listing of suitable shelter facilities and will operate emergency shelters, in cooperation with other organizations, when it determines the necessity. Registration records will be kept for those individuals and families who utilize the shelter.
- (c) In cooperation with other organizations, the American Red Cross will provide mobile and fixed feeding sites for victims and emergency workers.
- (d) The American Red Cross will provide casework services and financial assistance for emergency needs, including food, clothing, rent, bedding, necessary household furnishings, medical needs, transportation, temporary home repair and occupational supplies. The American Red Cross will provide victims with referrals to other sources of aid.
- (e) The American Red Cross will offer welfare inquiry and information services to help family members locate one another.
- (f) The American Red Cross will provide medical and nursing aid, as well as blood and blood products.

- (g) The American Red Cross will provide additional recovery assistance to families where government programs are not available or are not sufficient to resolve all emergency needs.

b. Salvation Army

- (1) Authorization: The Salvation Army Charter, May 12, 1899; The Disaster Relief Act of 1974.

The Salvation Army is a religious and charitable organization and, by tradition, serves to alleviate human suffering during the emergency period of a disaster. The Salvation Army Disaster Service is an authorized activity to assist State and local governments and, as such, is permitted to operate in a disaster. Services are not given competitively nor with any thought of displacing other organizations. The Salvation Army will consider the adequacy of its resources and personnel for the major task of long term recovery following a major disaster on a disaster-by-disaster basis.

- (2) Capabilities

- (a) Mobile and mass feeding - hot meals in existing Salvation Army facilities or temporary facilities and/or snacks and light meals from mobile kitchens for disaster victims and emergency workers at the scene of the disaster.
- (b) Disaster counseling - spiritual counseling, comforting the bereaved, consoling the injured and disturbed, family counseling and casework services.
- (c) Collection and distribution of donated goods - according to predetermined needs: food, clothing, furniture, medical supplies, building materials, cleaning supplies, bedding, utensils and tools.
- (d) Registration and identification - victims, missing person services, locating individuals and answering inquiries from concerned relatives and families outside the disaster area.
- (e) Temporary housing - in Salvation Army facilities or other facilities assigned for that purpose.
- (f) Services to emergency/disaster workers—spiritual and other counseling, food services on and off the disaster scene.

- (g) Referrals - to appropriate government and private agencies for special services.
- (h) Distribution of Bibles.
- (i) Long-term recovery assistance on a disaster-by-disaster basis.

c. Mennonite Disaster Service

- (1) Authorization: Not established by Federal Law but recognized by the Disaster Relief Act of 1974, Public Law 93-288.

The Mennonite Disaster Service is a voluntary, religious and charitable organization which, by tradition, acts to relieve human suffering and assist individuals and families in the recovery from the effects of a natural disaster. The organization has four regions covering the United States with 51 local units and is a total volunteer program.

- (2) Capabilities

- (a) Clean up after natural disasters for houses and property.
- (b) Repairs, temporary and permanent, for elderly and under-insured.
- (c) Rebuilding and reconstruction for low income, disadvantaged, minorities, and handicapped families.

d. Seventh-Day Adventist Community Services

- (1) Authorization: Not established by law.

The Seventh-day Adventist Community Services is a voluntary, religious and charitable organization that acts to relieve human suffering. There are nine area conferences in Canada and the United States.

- (2) Capabilities:

Adventist Community Services have a substantial stock of clean, organized clothing and bedding located in many centers and ready for immediate distribution. They are prepared to move these to points of need with special vehicles and trained

centers and ready for immediate distribution. They are prepared to move these to points of need with special vehicles and trained staff. Distribution can be made directly from vehicles or from emergency centers set up in a disaster area.

e. American Humane Association

(1) Authorization: Not established by law.

The American Humane Association is a national organization created for the relief of domestic animals and pets. Two offices in eastern and western branches arrange for required assistance throughout the United States.

(2) Capabilities

Financial aid to local humane associations or societies to assist with the collection, care, feeding and reuniting with owners such domestic animals and pets.

West Virginia Emergency Operation Plan

Response Annex M-Public Information

ANNEX M

PUBLIC INFORMATION

A. PURPOSE

The protection of life and property is facilitated when the public is well informed during and after an emergency or disaster situation. This annex addresses public information activities relative to emergency situations and assigns State responsibilities for coordination of the flow of vital information to the public.

B. CONCEPT OF OPERATIONS

1. Timely and accurate delivery of information on emergency and recovery operations is the responsibility of government officials at the appropriate level.
 - a. When only local resources are committed, the highest elected community official or his/her designated Public Information Officer is responsible for dissemination of public information.
 - b. In any situation requiring commitment of State resources, State officials are responsible for disbursing information concerning state actions.
 - (1) State field personnel coordinate news releases with their respective agency.
 - (2) When a situation exists that requires action by multiple state agencies/departments, activation of the Emergency Operations Center (EOC), and/or implementation of the WV Emergency Operations Plan; all State Public information efforts are coordinated through the Governor's Office Communications Division.
2. When Federal agency resources are utilized., the designated Federal Public Affairs/Information Officer provides information on Federal activity.
 - a. The Federal Public Affairs/Information Officer coordinates public information activities with the appropriate state and local public information representatives.
 - b. In the event of a Presidential Declaration, all Federal agency public affairs/information activities are coordinated through the Federal Emergency Management Agency (FEMA) Public Affairs/Information Officer assigned to the Federal Coordinating Officer (FCO).

- c. Under a Presidential Declaration, all public information activities related to Federal programs administered or managed by State agencies/departments are coordinated through the FEMA Public Affairs/ Information Officer.
- 3. Public information on Federal/State forms of assistance also includes consumer protection material to inform the public of possible frauds or unethical practices that may be attempted and recommend steps to take to assure consumer protection.
- 4. The Joint Information Center (JIC) coordinates all needed emergency information between the State Coordinating Officer (SCO) and the Federal Coordinating Officer (FCO).

C. TASK ASSIGNMENTS

- 1. State
 - a. The WV Office of Emergency Services (WVOES) assumes primary responsibility and coordination for public information matters when State action is required to deal with an emergency situation. This office:
 - (1) Provides information concerning:
 - (a) Emergency situation--including location, type of damage--and casualties;
 - (b) State action in response;
 - (c) State EOC activity;
 - (d) Assistance available to disaster victims.
 - b. In the event of a Presidential Declaration, the Governor's Office Communications Division:
 - (1) Provides support to coordinate public information efforts.
 - c. All State agencies/departments involved in the emergency/disaster operation, assistance and recovery efforts:
 - (1) Coordinates information with the Governor's Office Communication Division;
 - (2) Provides public information on their actions.

2. Federal

- a. When Federal agency resources are utilized, the designated Federal Public Affairs/Information Officer assumes primary responsibility for public information matters on Federal activities.
- b. In the event of a Presidential Declaration, the FEMA Public Affairs/Information Officer is assigned to the FCO to coordinate all Federal agency public information activities.

D. AUTHORITIES AND REFERENCES

West Virginia Code, Chapter 15, Article 5, as amended